



# Foreign Affairs Manual

## VOLUME 1 – Organization and Functions

**Change Transmittal:** ORG-134

**Date:** October 29, 2004

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### 1 FAM 310

## BUREAU OF LEGISLATIVE AFFAIRS (H)

### Changes

1. Subchapter 310 has been revised to reflect the reorganization of the Bureau of Legislative Affairs (H). The features of the revision are a revised organization chart for H and office title changes:
  - 1 FAM 313—Legislative Affairs-Staff Directors, which formerly consisted of five staffs, has been changed to Legislative Affairs Offices, which consists of six primary organizational units: Regional Affairs (H/RA); Global and Functional Affairs (H/GFA); Senate Affairs (H/SA); House Affairs (H/HA); and the Executive Office (H/EX) and Legislative Operations (H/LEGOPS), which oversee Administrative Operations (H/ADMIN); Legislative Operations (H/LEGOPS); House Liaison Affairs (H/HLA); and Senate Liaison Affairs (H/SLA).
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in *italics*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics, which provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

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1. Remove and destroy the text of the old 1 FAM subchapter 310 (issued under TL:ORG-107 dated 10-26-2001; 7 pages total) and replace it with the attached revised subchapter 310 (6 pages total).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:ORG-134, and initial.

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